



DRAFT

Minutes

Health Information Technology Standards Advisory Committee (HITSAC)

Thursday, November 18, 2010

Virginia Information Technologies Agency (VITA)
Commonwealth Enterprise Solutions Center
Washington Conference Room
11751 Meadowville Lane, Chester, VA 23836

Attendance

Members present:

Dr. Marshall Ruffin, Chair
John Quinn
Geoff Brown

Members absent:

Dr. Alistair Erskine

Others present:

Susan McCleary, VITA/EAD, HITSAC Administrator
Akeisha Heard, VITA/EAD Staff Member
Dave Mex, DMAS, On the phone
Mike Hammel, VITA/PP&A
Sam Martin, Department of General Services
Jaime Woltz, CGI
Julie Whitlock, Office of the Attorney General's, On the phone

Call to order

Dr. Marshall Ruffin called the meeting to order at 12:30 p.m. in the Washington Conference Room at the Commonwealth Enterprise Solutions Center (CESC) in Chester. Dr. Ruffin welcomed everyone and noted that HITSAC was once again official as appointed by the Information Technology Advisory Council (ITAC) and indicated that the first order of business was to elect a Chairman. Dr. Ruffin opened the floor of nominations for Chairman. John Quinn nominated Dr. Ruffin as Chairman and Geoff Brown seconded the motion. Dr. Ruffin said that he was honored to be nominated and agreed to serve. John Quinn stated for the record that he and Geoff Brown voted for Dr. Ruffin.

COV-HIE Topic Report

Chairman Ruffin then stated the next business item was to recommend the COV HIE Topic Report to ITAC. Chairman Ruffin stated that the committee was to officially recommend the COV HIE Topic Report to ITAC with the expectation that the report is adopted by the ITAC. Chairman Ruffin asked for any changes on the document and indicated that no one had any changes, that there has been no public comment or criticism of the document. Geoff Brown made the motion to recommend the COV HIE Topic Report and John Quinn seconded the motion. Chairman Ruffin requested that the report be given sooner to ITAC rather than waiting for ITAC's next meeting. Susan McCleary indicated that the request was noted as an action item. John Quinn asked if the report can be given to the ITAC before the next ITAC meeting and Chairman Ruffin asked if the report could be acted on without a formal meeting. Susan McCleary indicated that no, a formal meeting would have to take place for recommendation. Susan explained that the report could be sent for a recommendation because ITAC is not an approving or standard setting body but an advisory council only and introduced Julie Whitlock, into this discussion. Julie Whitlock stated that the report could be sent to the ITAC and an individual from the ITAC could forward it to the appropriate person. Chairman Ruffin asked Julie Whitlock when is the first time these recommendations could become the "law of the land". Julie explained that the way the statutory framework is set up right now is that the HITSAC advises the ITAC and the ITAC advises the CIO but Julie did not have the opportunity to determine if it is the CIO or the Secretary of Technology who actually adopts the standards. Susan McCleary confirmed that it is the Secretary of Technology who adopts the standards. Susan further explained that the CIO makes the recommendation to the Secretary of Technology who then approves the standards. Julie added that the Secretary of Technology actually adopts them and makes them the standard. Also, the Secretary of Technology can adopt them as standards without a recommendation from the CIO or the CIO can make his recommendation without needing anything formal from the ITAC.

Chairman Ruffin acknowledged Mike Hammel for a comment. Mr. Hammel is the Enterprise Architect with VITA and responsible for the document process. He explained that the document is a topic report and not a standard that can be approved by the CIO. VITA PP&A then takes the requirements within the report and merges those into to the single Enterprise Architecture standard. The standard then has to be recommended by the CIO and then approved by the Secretary of Technology. Approval of the standard does not require ITAC to meet.

Chairman Ruffin asked if the recommendation should be made to the CIO and Julie Whitlock advised that the HITSAC, within its scope of authority, is tasked with advising ITAC and not the CIO. It is outside the scope of HITSAC authority to make the recommendation directly to the CIO. Chairman Ruffin made a motion on the floor to send the recommendation to the ITAC. Susan McCleary added that she had sent a draft language for a motion earlier in the week for Chairman Ruffin to use as a substitute and Chairman Ruffin did acknowledge the draft and asked if Mr. Geoff Brown would amend his motion. Mr. Brown stated that he would like to amend his motion and moved that HITSAC adopt the COV HIE Topic Report as presented and further, he moved that HITSAC recommend the report for incorporation into the Enterprise Architecture standard. Chairman Ruffin asked for a second and the motion was seconded by Mr. Quinn. Chairman Ruffin put the vote to the floor and the vote passed unanimously. Mr. Quinn added that the report should receive the status soon because some of the technical items in the report are starting to change at the federal level and the HITSAC needs something to amend. Chairman Ruffin noted the important observation and point. He then indicated to Susan McCleary that the observation should be a part of the communication so that it does move quickly. The observation: The federal government is modifying some of its standards and HITSAC has to be able to amend it. Susan McCleary indicated that she will

make that an action item and copy the committee on the communication she sends out going forward to Mike Hammel who will send it to the CIO.

Recommendation for Fourth HITSAC Member

Chairman Ruffin reminded the Committee of Daniel Barchi's resignation from HITSAC and the need to fill a vacancy. He mentioned that Laura Hancock, Vice President Business Relationship Management Information Technology, who is based in Louisville, was recommended by the President of Anthem.

Julie Whitlock interjected and asked if the ITAC would not be meeting again until after the first of the year. She noted that to get the fourth member acquainted, the fourth member would have to be appointed by ITAC. She could attend the meeting but could not count towards quorum until she was actually appointed. Susan McCleary advised that she could speak with one of the ITAC members regarding more frequent meetings if there was an important need. Chairman Ruffin asked the committee for the freedom to speak with Laura Hancock regarding possibly joining and make a recommendation to ITAC to have her join the HITSAC. John Quinn made the motion that Chairman Ruffin contact Laura Hancock and discuss the possibility of joining the HITSAC and get back with the committee and describe how the discussions have gone. Chairman Ruffin put the vote to the floor and the motion passed unanimously. Chairman Ruffin noted that Julie reminded him that the committee can recommend Ms. Hancock to the ITAC but he cannot ask her to join HITSAC.

Future Meeting Schedule

Chairman Ruffin noted also that the December meeting is on the calendar. Susan McCleary asked that Mr. Chairman publicly agree that this is the calendar he wants going forward. Chairman Ruffin indicated the proposed schedule for December 2010 and for 2011 be put to a motion. Geoff Brown moved to recommend that the proposed calendar sent by Susan McCleary in a previous distribution be accepted as presented. Chairman Ruffin put the vote to the floor and the vote passed unanimously. Susan noted for the record that the meetings are the third Thursdays of each month from 10:30 to 3:30pm and the location is the Commonwealth Enterprise Solutions Center. Chairman Ruffin thanked both Mr. Quinn and Mr. Brown for coming for this brief meeting.

Public Comment

Chairman Ruffin asked for public comment from anyone on the floor or from Dave or Julie on the phone. No one had a comment.

Adjourn

Chairman Ruffin adjourned the meeting at approximately 1:30 p.m.

